

TITLE 7 - AGRICULTURE

CHAPTER XVIII - FARMERS HOME ADMINISTRATION
DEPARTMENT OF AGRICULTURE

SUBCHAPTER S - PERSONNEL

PART 2048 - POSITION CLASSIFICATION

SUBPART A - POSITION CLASSIFICATION

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PART 2048 - POSITION CLASSIFICATION

SUBPART A - POSITION CLASSIFICATION

§2048.1 General.

Position classification is a system for putting positions into a group type by kind of work, level of responsibility, and qualifications. The same pay rates and official titles can then be applied to all comparable groups. Position classification gives equal pay for equal work.

§2048.2 Supervisor-employee understanding of classification system.

All employees should understand the position classification system.

(a) The CSC has published classification standards for assigning the class and grade to positions. Copies are in the National, Finance, and State Offices of the FmHA.

(b) Additional classification information is given by memorandum or by discussion at group meetings.

(c) Supervisors can be asked about classification at any time. Questions which cannot be answered can be sent through supervisor channels for answers.

§2048.3 Classification responsibilities.

(a) National Office, Personnel Division. This Division must:

(1) Apply the same CSC and USDA classification policy, standards, and guides to all positions.

(2) Correctly classify positions under delegated authority.

(3) Help supervisors and other officials to interpret classification policy, standards and guides.

(4) Take part in the development review and comment on draft classification standards proposed by the CSC.

(5) Make guides and procedures for the classification of positions under delegated authority. Keep records, and make a post-audit and follow-up program.

(6) Discuss classification with the USDA, Office of Personnel.

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Personnel
Position Classification

(b) Heads of jurisdictional areas (States and Finance Office). These heads must:

- (1) Make work assignments using available manpower and funds.
- (2) Establish needed positions. Assign duties for maximum efficiency.
- (3) Meet CSC, USDA, and FmHA classification policy, standards, and guides.
- (4) Help supervisors with the classification program.
- (5) Give information and interpretations on position classification to supervisors and employees.
- (6) Keep the position classification program up to date.

(c) Classification Officers (officials having delegated classification authority). These officers must:

- (1) Help operating officials, supervisors, and employees to get information needed for clarification, and to understand position classification standards and guides for individual positions.
- (2) Prepare and classify official position descriptions to meet CSC standards.
- (3) Make a review of duties in position descriptions to ensure adequacy and accuracy.
- (4) Make sure official position classification records are maintained.
- (5) Be a technical representative of FmHA in classification discussions and post-audit negotiations with others outside FmHA.

(d) Supervisors. They must:

- (1) See that assigned duties and responsibilities of employees meet position descriptions.
- (2) Check approved position descriptions. Notify the proper administrative official when new positions or duty assignment changes are needed.
- (3) Work with personnel representatives to make a list of duties and responsibilities for individual employees.
- (4) Use good position management when assigning duties to positions.

(5) Know how positions under their supervision are classified. Be able to discuss basic principles with employees and answer routine questions.

(6) Get personnel management representatives to answer questions from employees about technical principles of classification.

(e) Employees. They must:

(1) Understand duty assignments in their official position descriptions.

(2) Discuss position descriptions with their supervisors yearly or if duties assignments are changed. Show the supervisor differences between work assignments and position descriptions.

(3) Give information on duties assignments to post-audit officials during position classification audits in the office.

(4) Help make improvements in position descriptions.

§2048.4 Position descriptions.

(a) Content. A position description outlines the principal title, series, and grade controlling duties, responsibilities, and supervisory relationships of a position. The description should be clear, and understandable. Most descriptions are under two pages (not including the Knowledge, Skill, and Ability Requirements). Information about the FmHA functions and other information of a noncontrolling classification nature are not included.

(b) Preparation.

(1) In the FmHA, standard position descriptions are used to describe uniform duties and responsibilities assigned to many positions in the agency (for example, County Office Assistant and Office Management Assistant positions). These descriptions can be used if jobs have minor variations among offices. Standard position descriptions are issued by National Office position classifiers using information from operating personnel.

(2) Nonstandard position descriptions fit only one position. Two nonstandard positions with the same descriptions are not common. Nonstandard position descriptions are prepared by the immediate supervisor, working with the employee in the position. If the position is vacant, or working with the employee is not possible, the supervisor can prepare it alone or with a personnel representative or position classifier. An administrative or operating official knowing the work area and the job requirements can also prepare the description. Nonstandard positions are classified by FmHA National and State Office personnel representatives delegated by the Administrator.

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(c) Keep descriptions current. The FmHA must keep position descriptions current. Post-audit surveys of position descriptions are made by the CSC, USDA Office of Personnel, and FmHA National and State Office personnel representatives (see Subpart E of this Part). Each supervisor must see that position descriptions for employees under his supervision are correct at all times. A supervisor notifies the correct administrative or personnel representative of duties assignment changes for a position. Employees will discuss changes in work operations with supervisors.

§2048.5 Position classification appeals:

(a) Making an appeal. Appeals can be made by an employee or agency if a position classification or description is wrong. The appeal will be made through supervisory channels to the proper personnel office. Appeals can also be made to the Director of Personnel, USDA Office of Personnel, or the CSC. An appeal to any office besides the CSC does not stop an appeal to the CSC.

(b) Information in an appeal. An appeal must be written, in triplicate, and have name and mailing address of the person making the appeals; location of official headquarters; exact location for the position in the organization; present title, grade, and salary of the position; title, grade, or other classification being asked for; a description of the work by the person, or a copy of the official description if the person gives their approval; why the person believes the position is not correctly classified; any conditions or classification standards known to the person which have an effect on the appeal. If the supervisor and the employee do not agree on the description of duties and responsibilities, the supervisor must show how and where they do not agree.

(c) Effects of appeal on classification action. Making an appeal under the Classification Act does not stop a classification action taken by the proper personnel office on its own. It cannot stop a classification action taken by the CSC.

(d) Notification of decision on appeal. The office getting an appeal for decision will notify employee or agency of its decision in writing.

(e) Date of action on an appeal. Classification decisions made on appeal go into action:

(1) Not before decision date of the appeal. An exception is if the original appeal is within 30 days after receipt of an action lowering the grade of the position, and the decision on the appeal raises the grade.

In this case, the effective date will be retroactive to the date of the action that was appealed. If the grade is raised on appeal because of duties and responsibilities added to the position after the date of the lowering action, the raise in grade cannot be made retroactive.

(2) Before the beginning of the fourth pay period after the date of decision (if made by the USDA) or the receipt of the decision in the department (if made by the CSC). An exception is if a later date is given on the appeal or in the certificate issued by the CSC.

§2048.6 - 2048.50 (Reserved)

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